

## **RECRUITMENT ANNOUNCEMENT:**

Cook/Housekeeper for Diplomatic Household

## **DUTIES**

Incumbent will carry out the head chef's directives which include food preparation and maintaining the kitchens.

- Should be able to substitute when the head chef is off-duty.
- Accountable for the pantry rotation, inventory and organization.
- Accountable for all representational supplies.
- Serves meals and drinks. Sets formal table. Works events.
- Prepares staff meal.
- Assists housekeeper with daily tasks.

## **SELECTION CRITERIA:**

- Must be able to read and write French and English (Language and numeracy will be tested).
- Has experience in a similar position, with a foundation in both African and non-African cooking and food preparation techniques.
- Follows instructions carefully and carries out Executive Chefs' orders accurately.
- Maintains the highest hygienic and sanitary standards.
- Handles a fast-paced work environment gracefully and shows resistance to stress and pressure by maintaining good communication and excellent organizational skills.
- Manages time well, is able to meet deadlines and is willing to help with tasks other than his/her own.
- Possesses superior attention to detail.
- Is able to solve problems and find creative solutions to complex challenges.
- Is highly dependable and reliable.

- Is flexible with regard to changing work schedules and responsibilities.
  - Learns quickly and performs well in a busy environment with multiple events each week.
  - Able to work independently and part of a team.
  - Remembers preferences.
  - Understands social etiquette and formal service.
- Please drop your application at the reception of the American Embassy during working days from 08:00am to 04:00pm. The closing date for this vacancy is **September 24, 2015.**